

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** **FULL-TIME TEMPORARY DISTRICT ACCOUNTS  
PAYABLE COORDINATOR #221**

**NOTE:** **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER  
DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO  
THIS POSITION MAY BE REQUIRED.**

**EXPERIENCE AND OTHER  
QUALIFICATIONS REQUIRED:** Some college or technical training required. Three (3) years related experience preferred. Ability to operate a personal computer, knowledge of Microsoft Office Suite including Excel. Accounting knowledge required with fund experience preferred. Detail oriented and possess good communication skills (verbal and written). Strong organization skills are essential.

**DESCRIPTION OF JOB DUTIES:** Maintain vendor files and process and pay all Howard College invoices/bills. Reconcile and pay monthly Howard College and SWCD purchasing card statements. Post district worker compensation payment, maintain W-9 spreadsheet, and other accounts payable functions as needed. For a complete list of job duties please refer to the job description, available from Human Resources.

**SALARY RANGE:** **\$29,215 - \$31,916**

**POSITION AVAILABLE:** **January 12, 2021**

**TO APPLY:** Complete an online application at  
<https://howardcollege.edu/careers>

**POSTED:** **January 12, 2021**

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status, or any other characteristic protected under applicable federal or state law in its employment policies, procedures, and processes as well as application and admission processes, educational programs and activities and college facilities.